



# CITY OF FALLS CHURCH

## RECRUITMENT ANNOUNCEMENT

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### Young Adult Librarian

The City of Falls Church is recruiting for a part-time Young Adult Librarian at the Mary Riley Styles Library. Duties include selecting young adult collection materials; performing reference duties, helping patrons use the Internet and computer programs, answering the telephone, using the catalog, creating and providing programming for teen patrons, and performing readers advisory tasks.

#### Responsibilities:

- Selecting reading materials for young adults including fiction, non-fiction, audio discs, paperback collections, young adult graphic novels, and periodicals.
- Reviewing data to determine necessary replacements to collection.
- Planning a variety of programs and activities for young adults to promote reading – examples include a teen advisory committee and a teen book discussion group.
- Assisting patrons in selecting materials appropriate for their age group, interest and reading capabilities.
- Providing instruction in the use of Library resources and equipment whenever appropriate during individual interactions with patrons.
- Participating in the preparation and presentation of classes, tours, and programs offered to the public.
- Scheduling, training and evaluating the work performance of library teen volunteers.
- Promoting library services in-house and to schools and outside organizations and agencies.
- Performing related tasks as required.

#### Qualifications:

- ALA accredited Masters in Library Science (MLS) with a Virginia Certificate.
- Minimum of three years of professional public library experience in a Youth Services Department, with young adult experience preferable.
- Experience in collection development, scheduling and readers advisory.
- Flexibility in adapting to rapid change and experience in marketing youth services programs, particularly to teenage audiences.
- Up-to-date knowledge of current practices and computer use in the library field and proficiency in using public library electronic resources.

**Hours:** This is a 20 hour per week position, rotating hours to include at least one evening per week and one Saturday per month and occasional Sundays plus morning and afternoon weekly hours.

**Salary & Benefits:** \$26,060 - \$42,999, depending on qualifications. Prorated benefits include comprehensive benefits package including health insurance, dental insurance, pension plan, deferred compensation plan, flexible spending account, college savings plan, life and long-term disability

insurance, paid holidays, vacation and sick leave, free parking, credit union membership, and more. See [www.fallschurchva.gov](http://www.fallschurchva.gov) for additional information.

**To Apply:** Submit a resume or application to the City of Falls Church, Human Resources Division, 300 Park Avenue, Falls Church, VA 22046, or via e-mail at [hr@fallschurchva.gov](mailto:hr@fallschurchva.gov).

**Reasonable Accommodation:** During the selection process, applicants with disabilities may request reasonable accommodation with the agreement of the Human Resources Division. Requests should be directed to the Human Resources Division. The City of Falls Church does not discriminate on the basis of race, color, national origin, gender, sexual orientation, religion, age, or disability.

All City Facilities Are Smoke Free

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